



DEPARTMENT OF PERSONNEL

209 E. Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
www.state.nv.us/personnel/

MEMO PERD #42/04

November 16, 2004

TO: Personnel Commission
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Designee for Rules Distribution
Employee Representatives
Media Representatives

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: PRELIMINARY PERSONNEL COMMISSION AGENDA

The items listed below are tentatively scheduled for the Personnel Commission meeting on December 17, 2004. This meeting will be held in the Nevada Department of Transportation, Training Room A, 123 East Washington Avenue. This meeting will also have a video conference to the Nevada Department of Transportation, 3rd floor, Room 302, 1263 South Stewart Street, Carson City.

- I. Call to Order – 8:00 a.m.
- II. *Adoption of Agenda
- III. *Minutes of Previous Meeting
- IV. *Proposed Regulation Changes to Nevada Administrative Code, Chapter 284

NAC 284.678	Statement of grievance: Contents; time to file
NAC 284.696	Unlawful discrimination

V. *Discussion and possible action

Eligibility for reinstatement of sick leave for former EICON employees

VI. *Approval of Occupational Group Study Revised Class Specifications

A. Engineering & Allied occupational group

1. Engineering subgroup

- a. Administrator, Professional Engineer series
- b. Supervisor, Associate Engineer series

B. Fiscal Management & Staff Services occupational group

1. Revenue Collections & Management subgroup

- a. Tax Manager
- b. Contributions Examiner series
- c. Tax Examiner series

C. Mechanical & Construction Trades occupational group

1. Facility & Grounds Management subgroup

- a. Facility Supervisor series

2. Graphics, Printing & Reproduction subgroup

- a. Photographic Lab Technician series

*Individual Classification Appeals

Kathy Rubin, Administrative Assistant III

Department of Public Safety, Highway Patrol Division

Uncontested Classification Action Report

IX. Special Reports

X. Comments by the General Public

XI. Select Date for Next Meeting

*Adjournment

* Indicates item will be voted on by the Personnel Commission

NOTE: The agenda items may be heard in a different order than listed, at the discretion of the Chair.

If anyone has questions or wishes to discuss, in further detail, the items scheduled for this Commission meeting, please contact Shelley Blotter at (775) 684-0119.

<p>NOTE: We are pleased to make reasonable accommodations for individuals with disabilities who wish to attend this meeting. If special arrangements are necessary, please notify the Department of Personnel in writing at 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204, or call Rachel Baker at (775) 684-0110 no later than five working days prior to the meeting.</p>
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JG:sq